

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	GEOGRAPHIC INFORMATION SYSTEM (GIS) DIRECTOR		
Department:	Geographic Information System		
Reports To:	Board of County Commissioners		
Pay Grade:	BB	Status:	Full Time
FLSA Status:	Exempt		

Position Summary: To supervise, manage, develop and facilitate Riley County's Geographic Information System.

Essential Functions:

- Prepares and administers GIS budget.
- Creates and/or supervises the creation and maintenance of GIS ArcInfo coverages for Riley County departments.
- Facilitates and supports the education of County staff on GIS software and applications.
- Prepares, updates, and develops GIS goals and objectives for the Riley County Technology Plan in coordination with Information Technology Department.
- Coordinates GIS activity and projects among the Riley County departments.
- Reviews and assists Riley County departments with GIS data acquisition and conversion.
- Supervises the work of the GIS Interns as well as multi-department staff involved with GIS projects.
- Department Head for GIS Department.
- Coordinate with the Information Technology Dept to maintain the Riley County GIS website.
- Coordinate GIS requests and projects for business contacts and all public entities of the surrounding area to include, but not limited to; City of Manhattan, Pottawatomie Co, and Fort Riley.

Secondary Functions:

- Administers and maintains GIS Division hardware and software with Information System support.
- Administers/manages the GIS Data maintenance, conversion, creation, development, dispersion and acquisition.
- Updates Department Heads Committee and Riley County Commissioners on GIS related issues.
- Attends and represents Riley County GIS at various professional conferences, industry seminar events, and organizational workgroups.
- Coordinates GIS software updates and new GIS software purchases for Riley County departments.
- Supervises day to day technical support for countywide GIS activity.

POSITION REQUIREMENTS:

Education: Bachelor's degree from accredited college or university with course work or experience in computer science, cartography, geography, information systems, GIS or related fields of study or combination of education and experience.

License(s)/Certification(s):

Skills: Strong analytical, documentation and organizational skills. Good personnel supervision skills. Excellent verbal and written communication skills are required. Ability to learn and adapt to new technologies through extensive continuing education. Inter-departmental coordination skills a must for a multi-department GIS applications. Hardware/Software support skills for GIS environment. Skills in data standardization, management and quality assurance. Leadership skills sufficient to manage the GIS Division and provide direction for Riley County's Geographic Information System.

Experience: This position requires an in-depth knowledge of GIS concepts. Must have extensive working knowledge of ArcInfo. as well as extensive knowledge of other ESRI software products including but not limited to; ArcGIS, ArcView, ArcEditor, ArcGIS Server, ArcIMS, ArcSDE, Spatial Analysis, Avenue and COGO. Working knowledge and understanding of network concepts. Employee should have at least 4 years experience in GIS management or supervision preferably at the government application level.

Supervisory Controls: Position operates independently of any direct supervisory control. The employee develops and implements goals, objectives, work flow, and management processes. If the work should be reviewed, the review addresses issues of: fulfillment of program and application objectives/goals; technical and information advancement; funding and budgeting. The employee responds/ answers directly to the Board of County Commissioners.

Supervisory Responsibilities: Provides supervision to Geographic Information System staff and on an as needed basis other multi-department staff involved in GIS applications. The employee has the responsibility for planning, designing, and carrying out Geographic Information System programs and applications.

Guidelines: The employee will develop guidelines to make the GIS Department successful. The employee will be required to follow the standard personnel rules, policies and procedures established for all Riley County staff.

Complexity: The planning and scheduling of work requires considerable judgement to utilize labor, equipment, time, and materials efficiently. The work requires making many decisions concerning interpreting complex data, creating a design, planning the work, and refining methods and techniques implemented to complete a project. The rapidly changing technology in the GIS field will require frequent and extensive training by the employee.

Scope and Effect of Work: The Geographic Information System is a countywide and community resource. Its development and growth with multi-agency and inter-

department coordination is indispensable to the success of this resource. Sustaining and developing this resource is essential to the decision-making processes of community and government professionals, as well as the economizing and enhancement of the county's day to day operations involving geographical-based information.

Personal Contacts: Personal contacts are made with the GIS staff, individuals or groups in the county organization, and with persons/agencies outside the organization. Typical contacts include subordinates, other county employees, department heads, Board of County Commissioners, vendors, contractors, other governmental agencies, and the general public.

Purpose of Contacts: Contacts will involve the exchange or dissemination of information [data]. Contacts will be for the purpose of supervising, organizing, coordinating and facilitating software applications, joint GIS projects and data conversion/ acquisition. Contacts will be for the purpose of representing Riley County Geographic Information System.

Contact Duties: The employee will Chair the Riley County GIS Users Group. Facilitator for, and member of, The Community GIS Advisory Board. The employee will be a member of the Information System Technical Committee. Represent and act as a spokesman for Riley County's Geographic Information System. The employee will be a member of the CDMAA Technical Committee. Provide update reports to the Department Head Committee.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to moderate noise levels.

Approved: _____ Date: _____
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not excluded them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.